

Minutes of ESD Safety Committee Meeting 3/24/05

Attending: Seiji Nakagawa, Rob Connelly, Dominique Joyner, Jil Geller

1. Critical Items: No critical items. Seiji asked if upcoming ESD Peer Review requires ES&H input. *Action: Jil will inquire. Done.*
2. Last meeting's minutes were approved, with the edits added by Jil. *Action: Tim will email minutes to Joyce Pfeiffer for distribution.*
3. Discussion of OSSEPPs: Jil is having individual meetings w/ PIs who have OSSEPPs on file and have not revised them recently. Ways to ensure PIs that have new fieldwork prepare OSSEPPs were discussed: (1) track this through the Performance Review Process, and maybe incorporate a "Hazard Analysis" sheet for PIs, which will update the SRQ. (2) see if OSSEPP requirement can be triggered by the JHQ – specific for ESD. (3) not allow travel without the OSSEPP. Another concern was how to get PIs to prepare OSSEPPs in advance to allow for review and signatures. *Action: Rob will ask J. Salazar about (2). Jil will talk to Maryann and Bo about (1) and (3).*
4. Lab Safety Primer: Jil received e-files from Deb. We would also like to include a list of designated users, ESD's EH&S at a Glance (recently revised!), signature page to show the primer was read and understood. *Action: Jil will send draft of Lab Safety Primer Template to safety committee for review.*
5. Safety Communication: Monthly updates would be good, but concerned that most people won't read them. Also would like to let ESD staff know when something new has been added to website. Suggested contributing to the ESD newsletter that Maryann publishes. *Action: Jil will contact Maryann. Done.*
6. New Business:
 - a. Discussion of Bo's email to ESD PIs about Supervisor Training: This training addresses mentorship, employee relations and evaluations, hiring practices and supervisor safety role. Jil contributed three slides. This is different from the EH&S 20 course being developed by EH&S for supervisors in scientific divisions, which will be given to all ESD supervisors probably the end of April. *Action: Jil will email safety committee a copy of the three slides for the internal ESD Supervisor Training. Done.*
 - b. Upcoming SAA inspection: Jil has scheduled an ESD SAA inspection, but will not announce the date. *Action: Jil will send email to lab folks that ESD's SAA inspections will now be unannounced. Done.*
 - c. Labspace Lead PI Signs: Maria is preparing these signs, which will be laminated and have Velcro stickies. We also need a "checklist" for the Labspace Lead PI, which will be distributed with the signs. *Action: Jil will draft checklist and send out for review.*

- d. New Safety Committee Member: As Deb will be leaving LBNL April 8, we need a new committee member from Geochemistry Department. *Action: Committee members think of candidates.*
- e. Electrical Safety: There is an upcoming DOE assessment planned. With all the communication regarding the SLAC incident, and work on major electrical systems, it is difficult to determine what we need to do for general lab-space and office guidelines. *Action: Rob will look into guidelines for lab-space electrical safety.*
- f. Emergency Action One-Pager: Rob reported his discussion w/ Emergency Preparedness, and they said that they appreciate the need for a one-pager, but because there is a red flip-chart, they could only consider producing a one-pager if requested by another division. *Action: Jil will make the request.*
- g. Date of Safety Committee Meetings: We propose to move our meeting date to the last Wednesday of each month, because Dominique and Jil have standing conflicts with many Thursdays. *Action: Tim will see if we can all meet on Wednesdays, and reschedule if it works. Done.*
- h. Spot Awards for Safety: Dr. Chu has a fund for spot awards for employees who make a contribution to safety above and beyond their normal responsibilities. DSCs can nominate. *Action: Committee members send ideas to Jil. Nominated Deb Williard.*
- i. Waste minimization solicitation: Waste management has asked DSCs to look for opportunities, in offices and labs. Dominique suggested foil recycling. *Action: Jil will send email to solicit ideas, discuss w/ Maryann.*
- j. Lab Check-out Procedures: Jil reported that she and Maryann have submitted a revised form to HR for employees that leave the lab, to account for lab samples and equipment that are not in the chemical or property management systems. Maria has added “When you Vacate a Lab” to ESD’s ES&H website.